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26 MAY 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[redacted]
Director of Information Services

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SUBJECT: OIS Weekly Report (19-25 May 1982) [redacted]

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Office of the Director of Information Services

The National Security Council (NSC) has forwarded to the Agency the final version of an implementing directive for E.O. 12356. This implementing directive contains changes recommended by the Agency as well as the Intelligence Community and will be the last coordination before the Executive order is submitted to the President for signature. OIS is preparing an Agency response on the current draft to both the NSC and Information Security Oversight Office. [redacted]

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Classification Review Division

CRD reviewed a total of 1,127 CIA documents (11,023 pages) and declassified .5 percent. An additional four non-CIA documents (17 pages), three manuscripts (339 pages), and 176 miscellaneous documents (5,629 pages) were also reviewed. [redacted]

Records Management Division

RMD representatives met with several representatives from Office of Personnel (OP) branches:

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a. The Information Analysis Branch to discuss reducing records. Some are ready for transfer to the Archives and Records Center and others are ready for destruction, but OP lacks the manpower and is exploring the possibility of getting a summer employee.

b. The Statistical Branch needs to upgrade its existing micrographic equipment and a visit was arranged to the Foreign Broadcast Information Service for a briefing on the Minolta reader-printer.

c. The Transactions and Records Branch for discussions with the Central File Room personnel on possible automation of some of the File Room activities. [redacted]

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RMD prepared a paper on document security for use by the Office of Security in preparing the Agency's response to National Security Study Directive 2/82 on "Detecting and Countering the Foreign Intelligence Threat to the United States." ☐

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An RMD representative met with the Office of Finance Records Management Officer to discuss changes to the voucher filming process in that Office. They need a large numerical display within the film frame to guide the auditors to the proper documents. Information on a possible solution and literature were provided. ☐

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As part of the continuing program of records disposition, 270 cubic feet of material were transferred to the hammermill for destruction. ☐

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Regulations Control Division

During the reporting period, RCD carried out 57 actions on issuances. ☐

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Information and Privacy Division

A separate report is attached. ☐

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Attachment:
As stated

EXO/OIS ☐ (26 May 1982)

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